



# FIELD TRIP RESOURCE GUIDE

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## Table of Contents

Checklist for a Successful Field Trip.....	2
Arrival Procedures.....	3
During Your Visit.....	4
Departing the Museum.....	4
Important Policies .....	5
Behavior Expectations.....	5
Chaperone Guide.....	6
Student Grouping Guide.....	7
Getting to the Museum.....	8
Children's Museum Wish List.....	9
CMA on the Go.....	10

## ✓ Checklist for a Successful Field Trip

Thank you for booking a field trip to the Children’s Museum of Acadiana! We are looking forward to your visit! Below are steps and tips that will help in the planning of your trip. Following this checklist will ensure that you and your students have a successful experience.

### Now:

- Review your Reservation Details/Confirmation email and ensure that all information is correct.
- Read the enclosed materials that will help you in planning your trip.
- Pay your \$75 deposit by the required date to hold your reservation. The due date can be found on your Reservation Details/Confirmation email.

### Two – Three Weeks Before Your Trip:

- Confirm your transportation arrangements.
- Divide your students up into small student groups to tour the museum. The Student Grouping Guide on page 7 may assist you with this.
  - Your Reservation Details/Confirmation email specifies the number of groups needed.
- Invite adult chaperones to accompany your group. Make sure that parents understand that their role during the trip.
  - The Museum recommends one adult for every five students.
  - At least one adult is needed to lead each small group through the museum.
- Prepare nametags that have student and school names.

### One Week Before Your Trip:

- Review reservation details to make sure all information is correct.
- Call the museum at (337) 232-8500 to confirm both your final head count and the number of small groups that will be touring the museum.
- Distribute enclosed chaperone information.
  - Indicate to your chaperones when to meet, and whether you are meeting at school or at the Children’s Museum of Acadiana.
  - Inform parents about how they need to pay their admission (Pay the school or pay for themselves upon arrival to the Museum). If paying for their admission upon arrival to the museum, we recommend that they arrive 15 minutes early.
- Make arrangements with school to secure payment for the remaining balance of the trip.
  - An invoice will be sent one week before your trip showing the remaining balance based off of the number of students that you are confirmed for.
  - Refunds for overpayment will not be given.
  - Checks may be made payable to “CMA.”

## Before You Leave School on the Day of Your Trip:

- Take a headcount of all students, and parents that the school is paying for. We will need this information upon arrival.
- Attach the nametags to the students clothing.
- Introduce your chaperones to their student groups.
- If parents are not riding on the bus, make sure that parents know where to park.
  - Parents may access our free parking lot off of Taylor Street. If our parking lot is full, we recommend parking in the Vermillion Street Parking Garage or at parking meter close to the museum.
- Bring final payment that is due. Designate one person to check-in and handle the financial transactions. Refunds for overpayment will not be given.
- Plan on arriving 15 minutes before your scheduled time.
- Make sure you have the bus driver's cell phone number in case he or she need to be reached at any time during your visit.



## Arrival Procedures

- Have your bus stop at the Museum's pedestrian entrance on Polk Street to unload the group.
  - After drop off, the bus may park on Taylor Street in the designated bus parking zone, or on the side of the parking garage on Polk Street.
- Have the lead teacher check-in and take care of final payment at the front desk.
  - Make sure teacher knows the final number of students, teachers, and chaperones that the school is paying for.
- While the lead teacher is checking-in, have another divide the group (students and chaperones) into their small groups that they will be in when touring the Museum in our courtyard.
- Adult chaperones that have not paid with school must pay before the field trip begins.
  - If adults are paying for their admission upon arrival to the museum, we recommend that they arrive 15 minutes early.
- Before museum exploration begins, your group will be given a brief orientation. Museum rules and other important information will be explained at this time; therefore it is important that both students and chaperones pay close attention.



## During Your Visit

- Each group will be given a rotation card that contains a map of the museum, as well as a list of all the exhibits and the order that they will visit them. To avoid lines from forming at exhibits, it is very important that all groups follow the order of the rotation card.
  - A Museum staff member or volunteer will tell each group when it is time to proceed to their next exhibit.
- Encourage chaperones to interact and engage with the students during the field trip.
  - Some exhibits have staff members to assist in the experience, but some do not. Therefore, interaction between the chaperones and students is crucial.
- Students must remain with their chaperones at all times.
- Please note that activities in exhibits are subject to change. In addition, parts of or entire exhibits are subject to closure for maintenance or refurbishments.
- Gift Shop information: Many students wish to purchase items from our gift shop, *A Peek Inside*. Most items range from \$1 to \$10. A visit to the gift shop is not included on the rotation card, so please plan your time accordingly.
  - Students entering the gift shop must be accompanied by a chaperone.



## Departing the Museum

- Five minutes before end of the trip, an announcement will be made on the Museum's intercom system, notifying your group that their trip is coming to an end. The announcement will also inform the group where they will need to meet so that they can prepare to leave the Museum.
- Have your bus pull up to our exit doors on Congress Street so that everyone may safely board the bus.
- Conduct a final headcount of your students before departing the Museum.



## Important Policies

### Cancelling or Changing Reservations

If you need to cancel or reschedule your field trip please call (337) 232-8500. If you have already paid the deposit, it can be applied to another trip within the same school year. For those who do not wish to reschedule, the deposit will be refunded as long as the trip is cancelled at least 30 days before the scheduled field trip.

### Late Arrivals

Please note that it may not be possible to extend your trip, if you arrive after your scheduled time. If your group arrives late, we will make every effort possible to make sure that everyone can experience as much as possible. Please consider morning traffic when selecting your arrival time.

### Lunch Space

While the CMA does not have any available space for your group to have lunch, Parc Sans Souci is located across from our Congress Street exit, and is a great location for lunch or an afternoon snack.



## Behavior Expectations

### Chaperones

Each field trip is required to have one chaperone for every small student group touring the Museum. The ideal number of chaperones is one adult for every five students. Students must stay with their chaperones at all times while at the Museum.

Not only are chaperones responsible for the behavior and safety of the students, they shape each student's learning experience during the visit. It is important that teachers carefully select and prepare chaperones for their field trip responsibilities. The responsibilities include:

- Enforce all museum rules
- Interact and engage with students in exhibits
- Assist in leading activities in exhibits.

We encourage you distribute a Chaperone Guide to all chaperones. This guide can be found on page 6.

### Students

Please review the museum rules, listed below with your students. School groups violating any policies may be asked to leave after a third warning, or sooner depending on the severity of the situation.

- Walking feet should always be used, not running feet
- Everyone should use their inside voices
- The use of Wee Acres, our toddler area, is not permitted during group visits.
- Keep exhibit items within the designated exhibit spaces, picking up all toys before moving on to the next exhibit.
- No eating or drinking in the museum
- Be respectful of Museum staff and volunteers, as well as other visitors.

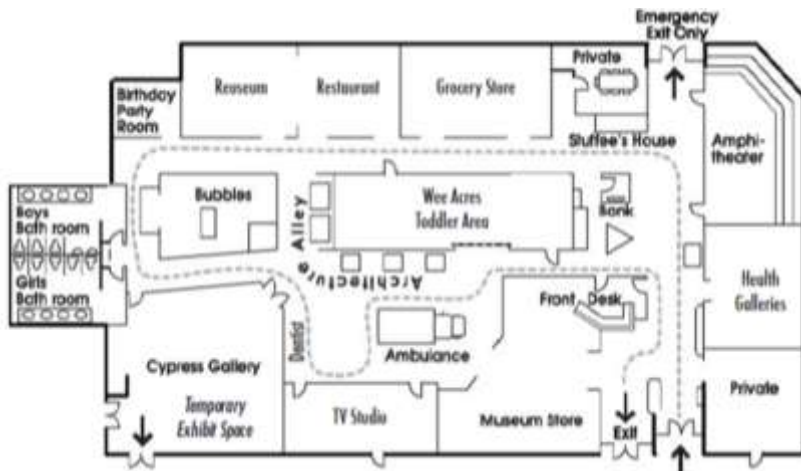


# Children’s Museum of Acadiana Chaperone Guide

Thank you for volunteering to serve as a chaperone for your child’s visit to the Children’s Museum of Acadiana. This field trip would not be possible without your help and support! There are a few things that we would like to remind you of before your group starts to explore the museum.

1. Admission fee for all chaperones is \$3.09
2. Chaperones are the key to a successful experience and are expected to interact and assist in facilitating play during the field trip. **Interaction with your group will ensure a rewarding visit for both you and your assigned group of children.** Therefore, it is recommended that chaperones do not bring additional children that are not part of the group to the museum. Additional children will be charged the \$7.21 admission fee.
  - There will be some exhibits in which you will be asked to assist in facilitating an activity.
3. For the safety of the students, it is important that your group remains with you at all times.
4. Please help museum staff enforce museum rules:
  - Walking feet should always be used, not running feet
  - Everyone should use their inside voices
  - The use of Wee Acres, our toddler area, is not permitted during group visits.
  - Keep exhibit items within the designated exhibit spaces, picking up all toys before moving on to the next exhibit.
  - No eating or drinking in the museum
  - Be respectful of Museum staff and volunteers, as well as other visitors.
5. So that your group may see as much as possible, it is very important to follow the order of the exhibits listed on the rotation card that will be given to you. A museum staff member or volunteer will tell you when it is time to proceed to your next exhibit.
6. There are many fun and exciting things to see and do at the museum; your cell phone is not one of them. In order for you to focus on the students in your group, we ask that cell phone usage be kept to a minimum, with the exception of using it to take pictures.

## Students in My Group



# Student Grouping Guide

We have provided this form for your convenience, make as many copies as necessary.

In order for students to be able to experience everything that the museum has to offer, it is important that they be divided into groups before arriving at the museum. **Please divide your students into the number of groups that your Reservation Details/ Confirmation email lists.** You may combine classes so that you do not go over the amount of requested groups.

**Chaperones** \_\_\_\_\_

Student 1 _____	Student 7 _____
Student 2 _____	Student 8 _____
Student 3 _____	Student 9 _____
Student 4 _____	Student 10 _____
Student 5 _____	Student 10 _____
Student 6 _____	Student 12 _____

**Chaperones** \_\_\_\_\_

Student 1 _____	Student 7 _____
Student 2 _____	Student 8 _____
Student 3 _____	Student 9 _____
Student 4 _____	Student 10 _____
Student 5 _____	Student 10 _____
Student 6 _____	Student 12 _____

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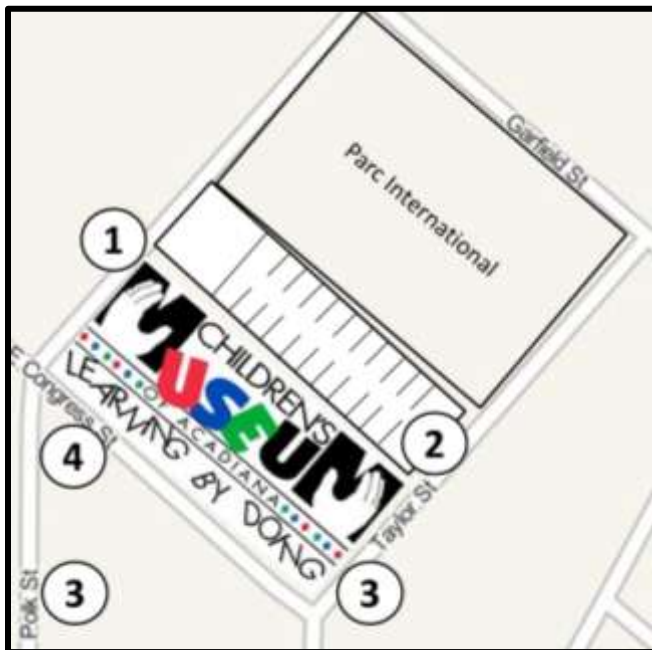




# Getting to the Children's Museum of Acadiana

201 East Congress, Lafayette, LA 70501

Downtown Lafayette, in between Parc Sans Souci and Parc International



1. Group Drop Off
2. Chaperone Parking Lot Entrance
3. Bus Parking
4. Group Pick-Up







# Children's Museum Wish List

The CMA's Wish List is made up of the many things needed to run our very special museum and some of its programs. Please consider making the CMA's wishes come true through your generous donations.

## Things around the house:

- |                         |                    |                         |
|-------------------------|--------------------|-------------------------|
| Craft paint/watercolors | Art paint brushes  | Baby Wipe Containers    |
| Mardi Gras beads        | Yarn               | Feathers                |
| Lunch paper bags        | Detergent scoops   | Lace and Trim           |
| Doilies                 | Milk Caps          | Coffee Filters          |
| Cotton Balls            | Construction paper | Gift wrap               |
| Color Pencils           | Pencils            | Pens                    |
| Tissue paper            | Costume jewelry    | Cigar boxes             |
| Popsicle sticks         | Buttons            | Tupperware storage bins |
| Markers                 |                    | Glue gun sticks         |

## Things around the office:

- |                           |                   |                         |
|---------------------------|-------------------|-------------------------|
| File folders (8-1/2x11)   | Permanent markers | Hole punchers           |
| Paper cutter              | Adult scissors    | Copy paper              |
| Colored copy paper        | Scotch tape       | Pipe cleaners           |
| Pencils                   | Pens              | Legal size envelopes    |
| 2-1/4" cash register tape | Hi-Liters         | Large/small paper clips |
| Child scissors            |                   |                         |

## Consumables:

- |             |              |              |
|-------------|--------------|--------------|
| Glue sticks | Paper towels | Ziploc bags  |
| Markers     | White Glue   | Grocery Bags |

## CRITICAL NEEDS

The museum is in great need of **DAWN** Ultra dishwashing liquid and Karo Syrup (white only) to make sure we are able to make all those bubbles!



# CMA on the GO!

Can't bring your students to the CMA? Let us bring the CMA to you!

Our education team has developed hands-on 45-minute science career programs that can be delivered in your K-4th grade classrooms!

## Excavating Dinosaur Fossils

Recommended for 2nd-4th Grade

In this program, students will delve into the world of paleontology. After excavating a dinosaur, students will use research and clues to unearth the name and species of their new discovery! This is sure to be one "dino-mite" adventure!

## Engineering a Bridge

Recommended for 2nd-4th Grade

Build it higher, build it bigger, build it better! Young learners will become an engineer in this hands-on program. With household items, students will test their ability to create a bridge that can withstand both wind and weight. Who will conquer this challenge?

## Sensing Flavors and Foods

Recommended for K-2nd Grade

Who says you can't play with your food? In this program, students will have the opportunity to learn how chefs use their senses in the culinary world. Let's get "cooking" in this fun and interactive exploration of how we observe not only with our sight, but with ALL of our senses!



Starting in  
January 2018!

Call for additional curriculum descriptions,  
pricing, and scheduling information



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